

Proposed Iowa Balance of State CoC Governance Charter

Content Overview

Background

- **Continuum of Care Structure under S. 896 HEARTH Act of 2009 (24 CFR 578)**
- The Continuum of Care (CoC) is the group composed of representatives of relevant organizations that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing; transitional housing; permanent housing; and prevention strategies to address the various needs of homeless or at risk of homelessness persons for a specific geographic area. This group serves as the recognized decision making body for the wider Continuum of Care jurisdiction.

Organization

- Name: The name of the governing body for homeless service planning for the State of Iowa is the Iowa Council on Homelessness (hereinafter referred to as the “Iowa Council”). This organization was established in [Iowa Code 16.00A](#) in 2008. One of the primary functions of the Iowa Council is to serve as the decision making body for the Iowa Balance of State Continuum of Care.

Purpose

- The Iowa Council serves as the HUD designated primary decision making group and oversight board of the Iowa Balance of State (hereinafter referred to as the “geographic area”) Continuum of Care for the Homeless (IA-501).
 - Ensure the CoC is meeting the responsibilities assigned to it by HUD regulations
 - Represent relevant organizations/constituencies/stakeholders
 - Ensure inclusiveness
 - Facilitate responses to issues and concerns around homelessness that effect CoC agencies

Responsibilities

- Three Major Duties
 - Operate the CoC
 - Hold meetings
 - Invite membership – establishing policies/procedures for member ship process
 - Appoint needed committees
 - Develop and regularly review a CoC Governance Charter
 - Establish performance targets, evaluate outcomes, and take action against poor performers
 - Evaluate outcomes for ESG funded projects
 - Establish and operate a coordinated assessment system
 - Establish ESG written policies and procedures

Responsibilities

- Major Duties...continued
 - Designate and Oversee HMIS
 - Designate a single HMIS for the area
 - Designate an HMIS Lead Agency
 - Review, and revise, and approve a privacy plan, security plan, and data quality plan
 - Ensure participation by agencies in HMIS
 - Ensure HMIS is administered in compliance with HUD
 - Continuum of Care Planning
 - Develop a service plan
 - Plan for Point-In-Time
 - Conduct gaps analysis
 - Coordinate and consult on Consolidate Plan

CoC Membership

- The membership of the Continuum of Care is defined as those persons and organizations participating in the work of the CoC through committee or workgroup service, planning, other relevant stakeholders; or those who are experiencing homelessness. (24CFR Subpart B 578.5) The powers of the Council are vested in and exercised by 38 voting members appointed by the governor in accordance with Iowa Code section 16.100A.

Membership Process

- Twelve (12) members appointed by Governor
- Twenty six (26) members from general public
- Five (of the 26) will be homeless or formerly homeless
- Terms for general public are two years (staggered)
- Council will elect Chair, Vice Chair – these positions will rotate between agency directors/general public
- Council composition will be consistent with Federal law through the HEARTH Act

Mtg Frequency/Structure

- Six (6) meetings per year – January, March, May, July, September and November
- Special meetings may be called at the call of the Chair, or a majority of the members
- Council will comply with open meetings/open records per Iowa Code Chapters [21](#) and [22](#)
- A majority of the Iowa Council members shall constitute a quorum at all meetings
- Any action taken must be adopted by an affirmative vote of a majority of its membership

Conflict of Interest

- Will conform with [Iowa Code 68B.2A](#)
- Will also adhere to conflict of interest requirements of CoC Program – 24 CFR 578.95

Iowa Council Committee Structure

- Standing Committees
 - Executive Committee
 - Chair, Vice Chair and Chairs of seven additional members (currently the chairs of each standing committee, plus one)
 - Nominating Committee
 - Minimum of six members – three agency directors and three general public members
 - Public Awareness
 - Policy & Planning
 - Research & Analysis
 - Continuum of Care Committee

Roles/Responsibilities: Iowa Council

- Strategic Planning
 - “Develop a process for evaluating state policies, programs, statutes, and rules to determine whether any state policies, programs, statutes, or rules should be revised to help prevent and alleviate homelessness.”
- Agenda/Advocacy
 - “Work to identify causes and effects of homelessness and increase awareness among policy makers and the general public.”
- Performance Standards
 - “Identify performance standards for agencies and programs providing services to lowans who are experiencing homelessness or are near homeless that are consistent with Federal and State requirements.”
 - “Establish benchmarks that will allow effective evaluation of these performance standards on an ongoing basis over time.”

Roles/Responsibilities: Iowa Council

- Continuum of Care Grant Process
 - “Develop funding priorities for the Continuum of Care grant program and implement those priorities through funding decisions.”
 - “Execute regular evaluation of current Continuum of Care project grantees.”
 - “Plan and implement the competitive CoC project application process in coordination with the collaborative applicant – Iowa Finance Authority.”
- Emergency Solutions Grant
 - “Consult with the Iowa Finance Authority to develop recommendations for funding priorities for the Emergency Solutions Grant program.”

Roles/Responsibilities: Collaborative Applicant

- Collaborative Applicant – Iowa Finance Authority
 - Administrative Functions
 - Staff support for meetings, minutes, agendas, ensure compliance with open meetings, laws
 - Emergency Solutions Grant Grantee
 - IFA will design and execute ESG application process and oversee fiscal management and performance monitoring
 - Continuum of Care Grant Process
 - Collaborate with CoC Committee on grant process, administrative support to complete grant submission
 - Consolidate Plan Coordination
 - The Iowa Finance Authority will follow the requirements for consultation in support of the Consolidated Plan, according to CFR 91.110(b)

Roles/Responsibilities: HMIS Lead Agency

- HMIS Lead Agency – Iowa Institute for Community Alliances
 - The Iowa Institute for Community Alliances will operate all aspects of the Homeless Management Information System for the Balance of State – Iowa.
 - Data and Technical Standards compliance
 - HMIS Policies and Procedures
 - Training and Technical Assistance
 - Monitor System Participation/Data Quality
 - Reporting/Analysis
 - Performance Outcomes
 - Annual Homeless Assessment Report
 - Required Program Reports
 - Point-In-Time
 - Housing Inventory Chart/Report